



COLUMBIA COUNTY

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COLUMBIA COUNTY FINANCE COMMITTEE MINUTES APRIL 13, 2017

MEMBERS PRESENT: Chairman John H. Tramburg, Supervisors Mary Cupery, James E. Foley, Mike Weyh, and Dan Drew

ALSO PRESENT: County Board Chair Vern E. Gove, Lois Schepp, Joseph Ruf III, Shonna Neary, Karen Nelson, Greg Kaminski, Cory Wiegel, Angela Hinze, Andy Ross, Mat Schneider, Heather Kierzek, Supervisor Kirk Konkel, Matt Hanson (UW-Extension), Karl Martin (UW-Extension), Supervisor Mark Sleger, Katie Sopha, Lyn Jerde (PDR)

The meeting was called to order at 9:03 a.m. and was properly noticed and published.

MOTION: On motion by Foley, second by Drew, the agenda was approved.

MINUTES

MOTION: On motion by Drew, second by Foley, the minutes of the March 9, 2017 Finance Committee meeting were approved.

VOUCHERS

Shonna Neary joined the meeting to review expenditures for the month.

MOTION: On motion by Foley, second by Weyh, monthly expenditures for the Accounting Department from March 3 through April 6, 2017 were approved for a total of \$311,068.53.

MOTION: On motion by Drew, second by Cupery, monthly expenditures for the Treasurer's Office from March 3 through April 6, 2017 were approved for a total of \$1,578.71.

Total Accounting/Treasurer Expenditures: \$312,647.24

MOTION: On motion by Weyh, second by Foley, County Board Payroll for March meetings paid in April 2017 was approved for a total of \$8,877.87.

MOTION: On motion by Foley, second by Drew, the monthly disbursement journal (all departments) for March 3 through April 6, 2017 was approved for a total of \$5,284,195.32.

RESOLUTION-TRANSFER FUNDS FOR UW-EXTENSION OPERATIONS

UW-Extension stated that no changes would take effect until January 1, 2018. They are currently reviewing changing positions, sharing positions, and prioritizing programs. They would work with each county depending on their specific needs. Sharing with other counties would be up to the County Board for funding and wouldn't take effect until January 1, 2018, if approved.

MOTION: On motion by Cupery, second by Drew, the resolution to transfer \$139,291 from the Contingency Fund Account to the U.W. Extension Account was approved. Approval was not unanimous.

RESOLUTION-PURCHASE SIDE LOAD GARBAGE TRUCK & FORKLIFT

Solid Waste Director Greg Kaminski explained the need for a side load garbage truck and forklift. They currently have three trucks that are unable to be used because of the cost of repairs and inability to find parts, due to their age. They still need equipment trucks until they get their new trucks in July/August. Currently, the department is renting two trucks for \$1,500 per week. They currently have one working forklift and if it breaks down they are unable to load trucks in a timely manner.

MOTION: On motion by Foley, second by Weyh, the resolution to transfer \$45,000 from the Contingency Fund Account to the Solid Waste Refuse Account to purchase a side load garbage truck and forklift was approved.

LIT-BUILDINGS AND GROUNDS TO PURCHASE LOTUS PRO CLEANING SYSTEM

Buildings and Grounds Director Cory Wiegel discussed a Lotus Pro Cleaning System that would be installed in the new Administration Building. The machine produces Stabilized Aqueous Ozone, which is a green cleaning method without the use of chemicals. Their department has been testing the product on different surfaces and it has proven to work significantly better than their current sanitizing cleaners. The machine costs \$2,476 which includes one cartridge. The cost of the cartridges are \$150 and hold 790 gallons of water.

MOTION: On motion by Foley, second by Drew, the request to transfer \$2,476 from the Administration Building Operating Expense Account to the Administration Capital Outlay Account to purchase a Lotus Pro Cleaning System was approved.

Designate Funds to Purchase Courthouse HVAC Equipment

Wiegel explained the current Courthouse HVAC equipment has met its life expectancy. The HVAC equipment was not included in the building project funding, so an additional \$481,650 to replace the current system during the Courthouse Remodel is requested.

Motion: On motion by Cupery, second by Weyh, the request to appropriate \$481,650 for the Courthouse HVAC equipment from the Capital Outlay Nonlapsing Equity was approved. The funds from the sale of the Health and Human Services Building will go back to the Capital Outlay Nonlapsing Equity to replace the funds used for the HVAC equipment.

LIT-MEDICAL EXAMINER VEHICLE

Medical Examiner Angela Hinze explained the current 2007 van needs some high cost repairs. Due to the age and mileage of the van, a new van is being requested.

MOTION: On motion by Foley, second by Weyh, the committee approved the line item transfer of \$22,909 to purchase a new Medical Examiner van. Funds will be transferred from the Medical Examiner Vehicle Maintenance and Gas/Oil Accounts and Capital Outlay Nonlapsing Equity. The proceeds from the sale of the current van will cover the transfer of the equipment to the new van. The balance of the proceeds will go back to the Capital Outlay Nonlapsing Equity.

Highway-Change in Outlay-Survey and Site Plan-Portage Salt Shed

Accounting Supervisor Mat Schneider presented the proposal from Grothman & Associates to perform a Boundary Survey and Topographic Site Plan for the Portage Shop for \$4,500. The work would be necessary to determine if a new salt shed could be constructed on the current parcel and establish a budget figure. The storage facility would be shared by the DOT, Columbia County, and the City of Portage. The tri-axle plow trucks in the Capital Outlay account came in under budget.

MOTION: On motion by Drew, second by Weyh, the Change in Outlay for the Portage Shop Survey and Site Plan request for \$4,500 was approved.

OUT OF STATE TRAVEL-HHS

Heather Kierzek was selected to visit a national mentor adult drug treatment court. The cost for the trip is funded by a grant received by the National Drug Court Institute. There is no cost to the county.

MOTION: On motion by Foley, second by Drew, the national mentor adult drug treatment court out of state travel request was approved.

LINE ITEM TRANSFERS/CHANGE IN OUTLAY

SHERIFF

MOTION: On motion by Foley, second by Drew, the line item transfer was approved to transfer \$643 from the Sheriff Administration Office Supplies Account to the Sheriff Administration Capital Outlay Account.

CLOSED SESSION

MOTION: On motion by Foley, second by Cupery, the committee went into closed session at 10:45 a.m. pursuant to sec. 19.85(1) (e), Wis. Stats., "deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session" [Columbia County Economic Development Corporation ("CCEDC") operations and funding].

ROLL CALL VOTE: Ayes: 5, as follows: Tramburg, Cupery, Weyh, Drew, and Foley
 Noes: 0

OPEN SESSION

MOTION: On motion by Foley, second by Cupery and unanimous committee approval, the meeting reconvened in open session at 11:50 a.m.

ACCOUNTING REPLACEMENT POSITION REQUEST

The Accountant 1 at Health and Human Services is resigning and Schepp is asking to refill the position.

MOTION: On motion by Foley, second by Drew, the request to replace the Accountant 1 position was approved.

ORDINANCE-AMEND TITLE 4, CHAPTER 1, SECTION 16 RECORDS RETENTION

Schepp explained the Grants and Debt Related Document additions to the Title 4, Chapter 1, Section 16 Records Retention of the County Ordinances.

MOTION: On motion by Foley, second by Weyh, the request to Amend Title 4, Chapter 1, Section 16 Records Retention was approved.

ORDINANCE-AMEND TITLE 9, SECTION 1 FEE SCHEDULE

Schepp highlighted the department changes in the Title 9, Section 1 Fee Schedule of the County Ordinances.

MOTION: On motion by Drew, second by Weyh, the request to Amend Title 9, Section 1 Fee Schedule was approved.

PROCUREMENT CARDS

Schepp explained the implementation of Procurement Cards (P-Cards). The P-Cards will give the Accounting Department more control over employee purchases. This is a payment method not a purchasing method. We will be on the state contract.

MOTION: On motion by Drew, second by Foley, the request to implement Procurement Cards was approved.

CREDIT CARD ACCEPTANCE

The County will be changing their credit card provider from Wind River Financial to U.S. Bank. Since U.S. Bank has the state contract the transaction cost to the county is 4 cents; which is significantly lower than the current transaction fee. The departments interested in Credit Card Acceptance will have the option to have an office terminal and/or mobile terminal to process payments.

MOTION: On motion by Drew, second by Foley, the request to proceed with Credit Card Acceptance was approved.

2016 FINANCIAL ANALYSIS

The Committee reviewed the 2016 Year End Financial Analysis.

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UPDATE 2017 FRAUD MANAGEMENT TRAINING

The County's auditors would like any staff who handle money or county assets, to attend a Fraud Management Training. The Accounting Department is offering two presentations for staff to attend.

ADJOURNMENT

MOTION: On motion by Foley, second by Weyh, the meeting was adjourned at 12:40 p.m.
Next Meeting: May 11, 2017

Respectfully Submitted:



Mike Weyh, Finance Committee Secretary



Sarah Parker, Recording Secretary

CC: Finance Committee
County Board Chair
Lois Schepp

Joseph Ruf III
Susan M. Moll
Internet